

# CANTERBURY CHRIST CHURCH UNIVERSITY

## CAR PARKING APPLICATION PROCESS AND OPERATIONAL ARRANGEMENTS

### Permit Applications

All 2016/2017 staff permits are valid on any campus and each University Car Park. Student permits are campus specific only.

Permits must not be exchanged, scanned or photocopied at any time. A parking notice will apply for failure to display an authorised permit.

The following arrangements will apply:-

### Staff

- All staff are invited to apply for, through their SMT member, and pay the required permit fee using the application form found at:- <https://cccu.canterbury.ac.uk/estates-and-facilities-services/our-services/transport-and-travel/on-campus-car-parking.aspx> as long as they meet the criteria set out in the University [Car Parking Policy and Criteria](#)
- Staff permit fees will be deducted from salary on a monthly basis. The 2016/17 permits will be valid from 1<sup>st</sup> August 2016 until 31<sup>st</sup> July 2017.
- Fees payable are set out in the table below.
- The annual charge for part-time staff is calculated as a fraction of the full time charge with fte rounded to the nearest quarter. For example a member of staff working a 0.6 contract will pay 50% of the full time tariff, whereas a member of staff working a 0.7 contract will pay 75% of the full time tariff.
- Sessional staff who successfully apply for a permit under one of the eligible criteria will be required to pay an annual charge of £42.00 in advance of receiving the permit.

The rationale for this is that the vast majority of sessional staff deliver no more than 100 hours (approx. 0.2 of a full salaried academic) so this is 20% of the full fee. It also represents approximately one hour of sessional working at the HE rate.

- Changes in contractual hours

In the case of a staff member (including sessional staff) reducing their contractual hours in year, the agreed policy is that:

- Within the first 6 months of the year no refund will be made.
- If the request is made during the second six months of the year, no refund will be made. The adjustment will be made when a new application is made for the subsequent year.
- A £10.00 fee will be charged for the re-issue of any lost or damaged parking

permits.

<b>Banded Annual Permit Charges</b>								
Salary Bands	0.25% fte 100 % of fee	Mthly fee	0.50% fte 100 % of fee	Mthly fee	0.75% fte 100 % of fee	Mthly fee	100%fte	Mthly fee
£13k- £20k	13.13	£1.10	26.25	£2.19	39.38	£3.28	£52.50	£4.38
£20k- £30k	32.82	£2.74	65.63	£5.47	98.44	£8.20	£131.25	£10.94
£30k- £55k	52.50	£4.38	105.00	£8.75	157.50	£13.13	£210.00	£17.50
£55k- £80k	78.75	£6.25	157.50	£13.13	236.25	£19.69	£315.00	£26.25
> £80k	118.13	£9.85	236.25	£19.69	354.38	£29.53	£472.50	£39.38

### Application appeals

Should a member of staff's application be rejected they can appeal directly to their SMT member to offer further evidence or explanation to support the reconsideration of their application.

### Students

- All students who meet the relevant criteria, as set out in the University's [Car Parking Policy and Criteria](#), are invited to apply for a permit by completing the [application form](#). This should be forwarded as directed and once approved full payment will be required before the permit is issued.
  - All new permits will be valid 12 months from the date of issue, or until the respective course end date, whichever is sooner.
  - The full time student fee is £52.50. Students spending 50% of their course time on placement are only required to pay a part time student fee.
  - The part-time or short term student fee is £26.25.
  - A £10.00 fee will be charged for the re-issue of any lost or damaged parking permits.

### Application appeals

Students whose application has been rejected can appeal directly, as appropriate, to the:

- Head of Student Support, Health and Wellbeing for Canterbury campus locations
- Campus Network Facilities Manager for Medway and Tunbridge Wells locations

Further evidence or explanation to support re-consideration of the application will need to be provided.

## **Alternative car parking arrangements – Staff and Students**

The University provides free car parking facilities at Polo Farm with a shuttle service to and from the Old Sessions House. Details of this service can be found at

<https://cccu.canterbury.ac.uk/estates-and-facilities-services/our-services/transport-and-travel/off-campus-car-parking.aspx>

Staff and students are also able to buy reduced cost Park and Ride cards from the University to use at Canterbury City Council Park and Ride Scheme car parks. Council details of the Park and Ride scheme can be found at

<https://www.canterbury.gov.uk/parking-travel-roads/parking/park-and-ride/>

The application for a Park and Ride card can be accessed at

<https://cccu.canterbury.ac.uk/estates-and-facilities-services/our-services/transport-and-travel/off-campus-car-parking.aspx>

## **Cycling Arrangements – Staff and Students**

Information for those members of staff or students wishing to cycle to work can be found at

<http://www.canterbury.ac.uk/sustainability/travel.aspx>

## **University vehicles**

All University vehicles will be issued with a permit which must be displayed at all times.

## **Car Parking Management and Control**

The limited supply of car parking spaces across the campus network means that unfortunately the University is not able to guarantee a car parking space.

- It is important to note that the car parking charges only operate between 9am and 5pm Monday to Friday, during which time permits must be displayed in the front windscreen of the vehicle. At all other times, free car parking is available.
- There are limited 20 minutes car parking waiting / drop off areas on each campus for delivery and collection of materials etc.
- The Security Team will patrol car parks to ensure all spaces are being used by authorised staff permit holders and official visitors.
- A parking notice will be issued when any member of staff, student or visitor does not comply with the requirements of the University's revised Car Parking Policy. i.e.
  - Parking on campuses without a staff or student permit, or being a registered visitor
  - Parking obstructing emergency fire entrances and exits
  - Parking outside designated numbered car parking bays
  - Unauthorised parking in a disabled parking bay
  - Parking on double yellow lines / hatched spaces

Any car failing to display the appropriate permit will receive a parking notice (fixed to

windscreen) and will be liable for a fee of £70 although this will be reduced to £35 if it is paid with 14 days.

An external car parking organisation (Parking Shop Ltd) will deal with the administration and appeals process for all parking notices. Details of the appeals procedure are included on the parking notice.

The University reserves the right to withdraw parking spaces at any time for events including graduation, other special events, essential maintenance or capital development works.

### **Temporary Permits**

Each SMT member will be issued with a number of discretionary permits which they can allocate on a temporary basis to associates, partners or staff that may have specific short term parking requirements essential for them to undertake their work. The arrangements operating for these permits will be handled locally and each SMT member will be responsible for ensuring they are used appropriately. Typically, these permits will be issued for no more than 3 weeks.

### **Disabled Parking – Staff and Students**

Members of staff who are blue badge holders will be entitled to receive a free car parking permit. Enhanced disabled parking facilities are in place at each campus location. For more detail, refer to the University [Car Parking Policy and Criteria](#)

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### **Breaches of Car Parking Policy**

It will be the responsibility of the individual members of staff and visitors to ensure that they comply with the rules governing parking on the University Campuses.

Members of staff who repeatedly breach the University's car parking arrangements may be subject to disciplinary action and withdrawal of authorised permit.

### **Cancellation of Permit**

#### Staff

Staff who decide subsequently to cancel their car parking permit need to complete a [cancellation form](#)

This form should be sent to the Facilities Helpdesk for action. No part month refunds will be made.

#### Students

Students who decide subsequently to cancel their car parking permit need to complete a cancellation form available from <http://www.canterbury.ac.uk/students/transport-and-accommodation/travel-and-parking/on-campus-parking.aspx>

This form should be sent to either the:

- Head of Student Support, Health and Wellbeing for Canterbury campus locations
- Campus Network Facilities Manager for Medway and Tunbridge Wells locations

Please note that no refunds will be available.

## **Visitors**

Visitors can book a visitor parking permit which will be available for collection from the relevant Campus reception area. Alternatively, this can be sent via post in advance of the visit. Although parking can be guaranteed if reserved, it should be noted that general visitor parking will be on a first come, first serve basis and car registration numbers should be recorded in the appropriate visitor books which are held at each Reception location.

## **Local Campus arrangements – Staff and Students**

### Canterbury

- Visitor car parking is available at North Holmes Road at the front of the Old Sessions House only
- There is no visitor parking at Rochester House.
- There is very limited visitor parking at Augustine House bookable in advance through the reception team.
- 21 New Dover Road – no visitor parking. Staff permit holders only
- Hall Place – bookable visitor permits via reception – mixture of staff and visitor parking (no specific designated areas), with student parking in lower car park only.
- Priory – Front car park is designated for visitors only with the rear car park for staff permit holders only.
- Lady Woottons Green – staff permit holders only. No visitor parking.
- Vernon Place – Staff permit holders only.
- No student parking at any Canterbury location, except Hall Place.

### Medway

- Visitor parking (including hot desk staff) available in Green parking zone.
- Student parking in yellow zone.
- Staff parking in blue zone.

### Salomons

- Given the physical restrictions of the estate, there is only limited parking available for staff and student permit holders in designated car park areas.

### Broadstairs

- Parking is generally available for staff, students and visitors at Broadstairs on a first come, first serve basis and does not require the use of permits.

## **Questions**

A Questions and Answers section is available on the [Car Parking webpage](#). Any questions

not answered by the Q&A should be emailed to the Facilities Helpdesk:  
[facilities-helpdesk@canterbury.ac.uk](mailto:facilities-helpdesk@canterbury.ac.uk) ext 2325 (01227 782325)

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